

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 36-2805

AIR FORCE MATERIEL COMMAND

Supplement 1

16 JUNE 1999

Personnel

SPECIAL TROPHIES AND AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/DPCS (Mr. Rick Crawford)
Supersedes AFI 36-2805/AFMCS 1,
29 March 1996

Certified by: HQ AFMC/DPC (Mr. Leif Peterson)
Pages: 3
Distribution: F

This supplement expands on the guidance contained in AFI 36-2805, *Special Trophies and Awards*.

SUMMARY OF REVISIONS

This revision establishes new requirements for negative replies (paragraph 2.1.2.), publicity statements (paragraph 2.1.19.), and diskettes to be provided with each nomination package (paragraphs 2.1.4.1., 2.1.5., 2.1.9., 2.1.10.). This supplement also expands the number of nominations which may be submitted from one to an unlimited number for the NCOA Vanguard Award (paragraph 3.2.4.) and the AFSA Pitsenbarger Award (paragraph 4.6.4.).

AFI 36-2805, 1 January 1998, is supplemented as follows:

1.1. HQ AFMC/CCQ and commanders of AFMC field units reporting directly to HQ AFMC may each submit nominations. Submit one nomination, unless otherwise specified, for each award/trophy or category to the HQ AFMC/DPCS, Special Trophies and Awards, for competition. Do not submit nominations directly to HQ AFPC or to the award/trophy sponsor.

2.1.2. Send nominations for AFMC competition to HQ AFMC/DPCS, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006, by the projected suspense date shown for each award. If necessary, an adjustment to the suspense date will be accomplished by message or other form of notification and will take precedence. The MPF/program administrator will submit a negative reply by e-mail or fax when not forwarding nominations.

2.1.4.1. (Added) When using the computer generated AF Form 1206, **Nomination for Award**, do not manually change the font face or the font size established for this form.

2.1.4.2. (Added) Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Duplex print the form head-to-head so that it reads like a book. Provide one original and three additional copies of the form for each nomination. Ensure an electronic copy of the form is provided on diskette.

2.1.5. Do not use acronyms unless spelled out and shown with the acronym in parenthesis at the first occurrence in the write-up. Do not duplex print multiple-page bond paper write-ups. Provide one original and three additional copies of the write-up for each nomination. Ensure an electronic copy of the write-up is provided on diskette.

2.1.9. Provide an electronic copy of the biography on diskette.

2.1.10. Provide an electronic copy of the citation on diskette.

2.1.11. Send one original set of all required documents, and three additional copies of the write-up. Do not collate, staple, or assemble nominations in elaborate packages. Required documentation may consist of but is not limited to the following:

- Commander's endorsement memo
- Nomination write-up
- Biography
- Citation
- Records review RIP
- Quality statement
- Publicity statement
- Diskette

2.1.18. (Added) A quality review statement is required for individual nominations submitted on military or Department of the Air Force civilian personnel. It will be signed and dated by the person (other than the nominee) who verified the information and will read:

- Military Nomination. "I, (rank or title and name), verify (nominee's rank and name) did not have an active UIF or unfavorable information in a PIF during the nominating period of the (trophy/award)."
- Civilian Nomination. "I, (rank or title and name), verify the official records of (nominee's name) did not contain any disciplinary or adverse action information, nor is action pending that would reflect unfavorably during the nominating period of the (trophy/award)."

2.1.19. (Added) A publicity statement is required for each nomination. It will be signed and dated by the nominee for individual nominations, or by the commander/team lead for unit/group nominations and will read:

- "I, (rank or title and name), understand (my/this) nomination for the (trophy/award) may involve release of the information contained in (my/this) nomination package for the purpose of publicizing the program."

3.2.4. Send an unlimited number of nominations for the NCOA Vanguard Award to HQ AFMC/DPCS by 15 January.

3.3.3. Send one nomination for the USAF First Sergeant of the Year Award to HQ AFMC/DPCS by the advertised suspense date (approximately early March time frame) each year.

3.4. Send one nomination in each category of the 12 OAY Award to HQ AFMC/DPCS by the advertised suspense date (approximately early March time frame) each year.

- 3.5. Send one nomination in each category of the AFA Aerospace Awards to HQ AFMC/DPCS by 15 December.
- 3.6. Send one nomination for the Gen & Mrs. Jerome F. O'Malley Award to HQ AFMC/DPCS by 1 February.
- 3.7. The AFMC command-level nominee to the Air Force-level competition of the Joan Orr Air Force Spouse of the Year Award will also receive recognition as the Connie Yates AFMC Spouse of the Year. Connie Yates was the spouse of a former AFMC Commander, General Ronald W. Yates.
- 3.7.4. Send one nomination for the Joan Orr Air Force Spouse of the Year Award to HQ AFMC/DPCS by 15 January.
- 3.8. Send one nomination for the Verne Orr Award to HQ AFMC/DPCS by 15 January.
- 3.9. Send one nomination in each category of the Lance P. Sijan USAF Leadership Award to HQ AFMC/DPCS by 15 July.
- 3.10. Send one nomination in each category of the GEICO Military Service Awards to HQ AFMC/DPCS by 1 September.
- 4.2. More information is available on the world wide web at <http://www.usjaycees.org>.
- 4.2.6. The Jaycee form will be provided by HQ AFMC/DPCS when a call for nominations is sent. The form may be reproduced locally. The "nominator's name" area on the last page must be left blank for AFMC indorsement. Nominees must sign and date the last line of the form.
- 4.2.8. Send one nomination for the Ten Outstanding Young Americans Award to HQ AFMC/DPCS by 15 June.
- 4.3.1. Send one nomination for the Wright Brothers Memorial Trophy to HQ AFMC/DPCS by 15 May.
- 4.4. More information is available on the world wide web at <http://www.ion.org>.
- 4.4.4. Forms are also available on-line at <http://www.ion.org/awardform.html>. The "this nomination is respectfully submitted by:" area on the cover page must be left blank for AFMC indorsement.
- 4.4.5. Send one nomination in each category of the ION Awards to HQ AFMC/DPCS by 5 January.
- 4.5. More information is available on the world wide web at <http://www.naa.ycg.org/kath.htm>.
- 4.5.1. Send one nomination for the Katharine Wright Memorial Award to HQ AFMC/DPCS by 15 February.
- 4.6.4. Send an unlimited number of nominations for the AFSA Pitsenbarger Award to HQ AFMC/DPCS by 15 March.

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